

2011 Application to Operate
Pet Food Retailer, Pet Shop, Commercial Kennel, Pet Daycare,
Animal Shelter, Pet Grooming Service or Poultry Retailer

Business and Ownership Information

Business name _____
Business address _____
City _____ Zip code _____
Mailing address if different from above _____
Business phone _____
Business fax _____
Business email _____

Ownership (If partnership, list names of all partners. Attach additional sheets if necessary.)

Name: _____
Address: _____
Phone: _____
Fax: _____
Email _____

Permits are not transferrable between owners. New owners must apply for a transfer of permit before beginning operation.

Services (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Poultry Retailer | <input type="checkbox"/> Animal Shelter Category 1
≤ 1,500 adoptions/yr |
| <input type="checkbox"/> Pet Food Retailer | <input type="checkbox"/> Animal Shelter Category 2
> 1,500 adoptions/yr |
| <input type="checkbox"/> Pet Shop <i>Aquarium only</i> | <input type="checkbox"/> Animal Shelter Category 3
Satellite adoption facility
(# of locations _____) |
| <input type="checkbox"/> Pet Shop <i>Standard</i>
birds, reptiles, rodents,
rabbits, ferrets, puppies,
and/or kittens | <input type="checkbox"/> Pet Grooming Service |
| <input type="checkbox"/> Commercial Kennel | <input type="checkbox"/> Mobile Grooming Service
(# of vehicles _____) |
| <input type="checkbox"/> Pet Daycare | |

Permit Information

- ☐ Permit Renewal
☐ New Operation
☐ Change of Business Name
☐ Change in Ownership
☐ Change in Type(s) of Services

If you have changed the business name, what was the previous name? _____

If you are applying for a mobile grooming or satellite pet adoption location you must fill out an application supplement.

IMPORTANT MESSAGE TO APPLICANT: Failure to fully complete form may result in it being returned for completion. Your signature to this form attests to the accuracy of the information. Renewal applications are mailed each year in January. This office should be notified of any change in your mailing address or change of ownership. If you do not receive a renewal application by January 31st, please notify this office at the phone number listed on the back of this form. Late fees are charged if permits are not renewed prior to expiration. This form is not a plan review application form. If you need to submit plans for plan review contact us (contact information is located on the back of this form) for instructions on how to apply for plan review.

SIGNED _____ **DATE** _____

FEE SCHEDULE

(See reverse side of this form)

Fee \$ _____
Proration period (< 6 months = 1/2 annual fee)
..... \$ _____
Penalty \$ _____
Total fee due \$ _____

Permit year is March 1st through February 28th.

Office Use Only

PERMIT RECORD ID (PR#) _____
FACILITY NUMBER (FA#) _____
PROGRAM ELEMENT (PE#) _____
PLAN REVIEW-SR (SR#) _____
VARIANCE -SR (SR#) _____
CHECK NUMBER _____
INVOICE NUMBER (IN#) _____

APPROVED / DISAPPROVED

SIGNED _____ **DATE** _____

Payment Information

Check or Money Order PAYABLE TO: SKCDPH

Cash (In-person only. Do not mail cash)

VISA

MasterCard

Discover

Card Billing Address & Zip _____

CARD NUMBER: _____

CARD EXPIRES ____ / ____

3 Digit Code (usually on back): ____

Required Signature: (as on Credit card) _____

Date _____

Return completed form with payment to:

Public Health – Seattle & King County

Environmental Health Services

401 – 5th Avenue, Suite 1100

Seattle, WA 98104

2011 Fee Schedule for Pet Related Businesses

Effective 03/01/2011 through 02/28/2012

Permit Category	PE	2011 Fees
Poultry Retailer	4521	\$191
Pet Shop - <i>aquarium only</i>	4522	\$191
Pet Shop - e.g. <i>birds, reptiles, rodents, rabbits, ferrets, puppies, and/or kittens</i>	4523	\$497
Pet Food Retailer*	4524	\$191
Pet Daycare	4525	\$306
Commercial Kennel	4526	\$306
Animal Shelter Category 1 ≤1,500 adoptions/yr	4527	\$191
Animal Shelter Category 2 > 1,500 adoptions/yr	4528	\$306
Animal Shelter Category 3 ** Satellite adoption facility, each location	4529	\$63
Pet Grooming Service	4530	\$191
Mobile Pet Grooming Service, one vehicle	4531	\$191
Mobile Pet Grooming Service, each additional vehicle with one owner inspected at the same time and place		\$63
Late Fees		
Annual permits late 10 to 30 days pay an additional 10% of applicable permit fee		
Annual permits late 31 to 60 days pay an additional 20% of applicable permit fee		
Annual permits late >60 days pay an additional 30% of applicable permit fee		
Additional Fees	2011	
Duplicate permit	\$25	
Transfer of permit or name change, no other change	\$25	
Check returned by bank	\$25	
Processing a refund	\$25	
Plan review fee for new construction, conversion of existing construction or remodel	\$191 base fee plus \$191/hour for each hour after 1 hour	
Two or more plan reviews for one facility		
Plan resubmitted		
Plan review received less than thirty days before opening	Plan review fee + 50% permit fee	
Second and subsequent reinspection fee	50 % of applicable permit fee	
Reinstatement of permit after suspensions	100% of applicable permit fee	
Variance Request	\$191	
Multiple Services	2011	
If you offer more than one type of service you pay for the highest fee permit category as your base fee and \$191 for each additional service up to a maximum of two additional fees charged per facility.	Example: Pet Shop that does dog boarding and grooming will pay \$497 for the pet shop permit and \$191 for boarding and \$191 for grooming.	
*Exemptions: Pet food retail business permit fee shall be waived for any holder of a current pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service permit.		
**Satellite pet adoption locations must be co-located with a permitted pet shop, commercial kennel, specialty pet food retail business or pet grooming service in order to qualify as a "satellite adoption facility." If the adoption service is a "stand alone" facility – i.e., not co-located with another type of pet facility – it would not qualify as a "satellite adoption facility," but would be classified as a Category 1 (performing not more than 1,500 pet adoptions per year) or Category 2 (performing more than 1,500 pet adoptions per year) animal shelter.		

Public Health – Seattle & King County
Environmental Health Services

401 – 5th Avenue, Suite 1100, Seattle, WA 98104

Phone: 206-205-4394 Fax: 206-296-0189

On the web at www.kingcounty.gov/healthservices/health/ehs/petbusinesses